



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Case Manager (Bargaining) **PCN:** 105026, 105218

**DEPARTMENT/LOCATION:** West Opportunity Center **P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Interview customers to assess potential employability and self-sufficiency. Develop a cooperative plan of action with customer. Provide linkage with prospective employers, community resources, legal entities, and community organizations. Act as an employment advocate and counsel customers in the development of an employability plan. Conduct interactive interview to determine and re-determine eligibility for services. Based upon written plan developed with customer, establish time frames for meeting goals; identify barriers, develop viable strategies to address needs. Refer customer for vocational testing and assessment, conduct employability counseling. Prepare social summaries and medical packets to secure enhanced financial and medical benefits. Investigate case discrepancies. Act as agency representative at state hearings and taking necessary action as ordered by the hearing decision.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or human services supplemented by two (2) years experience in social work, case management or public assistance programs; or a Bachelor's degree in any field; or any four (4) year combination of related training and experience.

**STARTING SALARY:** \$17.37 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Friday, September 4, 2015

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Thursday, September 10, 2015

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Thursday, September 17, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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